

# Addendum for Extraordinary Circumstances

**BESCA**

This addendum recognises that an occurrence of extraordinary circumstance may temporarily prevent BESCA from carrying out on-site audits. When such a situation occurs, BESCA will establish a reasonable course of action that is detailed within this document. This action plan will remain in place until any further notice is given.

To make sure our audit regime continues safely but robustly, we will move the audit process online to a remote assessment system. The system is simple and easy to use with just 3 steps:

1. Business Management Review
2. Video evidence of Technical Activities
3. Web-meeting with your assigned auditor



## Business Management Review (BMR)

This is an online review of the business' key documents such as:

- ✓ Details of accounts
- ✓ Company insurances: Employers Liability; Public Liability etc.
- ✓ Company policies
- ✓ Membership of Trade Association or professional body membership (if applicable)
- ✓ Evidence of Management System e.g. processes and procedures; management meeting minutes; site safety records
- ✓ Complaints policy and procedure
- ✓ Waste Carriers Licence (if applicable) (or Hazardous Waste Producer Registration (Wales))
- ✓ Evidence of specific training for key people, training matrix etc.
- ✓ CSCS or CSCS Partner scheme cards for the workforce (including self-employed) if applicable

## Evidence of Technical Activities

Following the BMR, the company will be required to provide evidence of the technical activities it undertakes. In order for our auditors to witness the competence of these activities, a company representative will be required to will record a video walk-and-talk through of installed work(s) and submit to the BESCA team for review against our technical checklists.

Watch this [short video](#) explaining the process.

## Web Meeting

The final part of the audit will be an online meeting with the assigned auditor. We use a number of different online meeting and screen sharing platforms. We will use this opportunity to gain any further evidence required via a professional discussion and the company will be notified of the outcome of the audit at this point.

In order to guide our members through the process, BESCA have produced this handy '[Guide to Remote Assessment](#)'.



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